



# Equipment Ordering Form

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Equipment Detail: \_\_\_\_\_

(Detail description, i.e. make, model, etc.)

Software Detail: \_\_\_\_\_

(Detail description; i.e. name, version, platform, media, etc.)

Comments: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Your Supervisor's Signature: \_\_\_\_\_

Accounting String: \_\_\_\_\_

**Instructions:** Print the form from the appropriate application;  
Complete the printed form and forward it to your designated  
equipment procuring official.